

Compliance Buy Reporting Form

- Summarize the events that occurred during the compliance purchase immediately upon exiting the store
- If more than one check is used on the same date in the same store fill out multiple check logs indicating "1 of 2" and "2 of 2" and attach log(s).
- Attach receipt(s) to the back of form
- Food disposition- WIC approved foods that have been purchased appropriately should be donated to an approved organization. Community nonprofit charitable organizations, such as churches, food banks, and so on, are the best donation sites.
- Items purchased that are not WIC approved are to be kept as evidence of program non-compliance.
- Submit to State Agency completed Compliance Report within five business days of purchase date

Demographics

Store Name: _____ Vendor No. _____

Address: _____ City: _____

Buy Type: ☐ Trafficking ☐ Safe ☐ Short ☐ Major Substitution ☐ Minor Substitution

Compliance buy date: _____

Time entered store: _____ Visit number: _____ Number of checks used: _____

Time exited store: _____ (attach logs and receipts)

Compliance Buy Scenario (what is the plan? Note any changes to plan):

Compliance Buy Outcome (Fill out immediately following compliance buy)

Store Open: ☐ Yes ☐ No ☐ Closed due to: ☐ Cessation of operations Other: _____

Register #: _____ # of Customers Ahead: _____ # of Customers Behind: _____

Cashier Name Tag: _____

Sex: ☐ Female ☐ Male Height: _____ ft _____ in. Build: ☐ Small ☐ Medium ☐ Large

Estimated Age: ☐ Teen ☐ 20-25 ☐ 26-30 ☐ 31-35 ☐ 36-40 ☐ 41-45 ☐ 46-50 ☐ 51-55 ☐ 56+

Apparent Ethnicity: ☐ White ☐ Black ☐ Hispanic ☐ Asian ☐ Other _____

Other Identifying Information: _____

Did cashier refuse to transact WIC check? ☐ Yes ☐ No

Reason given for refusal: _____

Did cashier request your WIC Participant Folder? ☐ Yes ☐ No

Did cashier confirm dates on the WIC check? ☐ Yes ☐ No

Did cashier verify the WIC products? ☐ Yes ☐ No

Did cashier ring in only the items on WIC check? ☐ Yes ☐ No

Cashier allowed you to buy: ☐ Alcohol/ Tobacco ☐ Non-food item ☐ Non-WIC food ☐ Other WIC food not on check

If applicable, cashier charged: ☐ more than shelf price ☐ for food not purchased, but listed on WIC check ☐ Sales tax

Did cashier request the amount to be written on WIC check? ☐ Yes ☐ No

If no, amount entered by : ☐ Clerk ☐ Register ☐ No amount entered during transaction

Did cashier request a signature prior to total amount on WIC check? ☐ Yes ☐ No

Did cashier compare signature to WIC ID folder? ☐ Yes ☐ No

Did the cashier offer receipt? ☐ Yes ☐ No

(if applicable) Did cashier request bottle deposit? ☐ Yes ☐ No

Do cash registers use scanners? ☐ Yes ☐ No

Did cashier sell expired WIC food? ☐ Yes ☐ No

Were you treated the same as other customers? ☐ Yes ☐ No

Was the cashier able to perform correct procedure without assistance? ☐ Yes ☐ No

If no, was there a WIC procedure card or instructions at register? ☐ Yes ☐ No

Did store have stock of WIC foods on shelves? ☐ Yes ☐ No

If no, did cashier provide: ☐ Rain check or store credit ☐ Provide cash for WIC checks ☐ N/A

Other issues/deficiencies: _____

Comments/ Observations: _____

The facts stated on this Compliance Buy Reporting Form are true and accurate to the best of my knowledge. If I am called to testify as a witness in any proceeding, I am competent to testify to the matters stated herein on this form.

Compliance Shopper Print

Compliance Shopper Signature

Date